



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 01/15/2015	Employee Requisition Number ER-15106	JOB OPPORTUNITY	
Title/Position: WAREHOUSE OPERATOR			
Pay Grade SG 7	Salary Range \$22,380-29,161	Classification Full Time	
Department: FOOD DISTRIBUTION	Location: Coweta	Location Code: 99	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Works under the supervision of the Store Supervisor and is responsible for issuance and inventory at the store and distribution sites.
Principal Duties and Responsibilities:	Responsible for helping conduct physical inventory as required by FNS and the Warehouse Coordinator. Responsible for issuance of commodity items at tailgate sites. Able to operate forklift and pallet jack. Responsible for daily store cleanliness and rotation of inventory. Responsible for direct distribution of commodity foods to certified households, including but not limited to, checking out commodity items, loading of commodities for clients. Ensuring that the appearance of the store is maintained, that store is well stocked, and boxes opened and empty boxes removed to proper location. Responsible for providing quality customer service to clients that receive commodity food which may include helping the clients shop in the store. Responsible for disposal of damaged products in proper location from the store. Able to use scanning system after training. Must be able to work in all types of climates. Work with minimal supervision. Other duties as assigned.
Minimum Requirements:	High School diploma, GED or equivalent. Must be at least 18 years of age. Good communication skills and able to deal with the public. Good math skills. Have and maintain good driving record.
Preferred Requirements:	None
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:



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Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.
Safety and Security:	Observes safety and security procedures.
Attendance/Punctuality:	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

☐ Fumes or airborne particles ☒ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.